

Initial Referral Process Steps

MET COMMITTEE:

1. At the time of a referral – **complete the Student Intake form**
2. Send ****Notice of MET Meeting**** -- MET Meeting **must** be held within 14 calendar days of receipt of the referral.
3. **Gather data for the MET Meeting:**
 - 1) Report Card/Progress Report
 - 2) Attendance Report
 - 3) Discipline Report
 - 4) Curriculum Based Assessments (Classworks, MAP, STAR)
 - 5) Cumulative Insert
 - 6) MCT2 scores
 - 7) Development History – if child is under 10 years old – can be completed at the meeting
4. **Review data at the MET meeting to determine:**
 - If referral for comprehensive is warranted
 - Referral to TST is appropriate
 - Testing is not warranted at this time

5a. If referral to TST OR testing is not warranted.... **PROCESS STOPS**



OR

5b. If referral for comprehensive is warranted, then...

6. Give **Notice for Initial Evaluation** at the MET meeting
 - Obtain permission to evaluation (initiates 60 day timeline)

7. Forward to the exceptional services office

- ___ Notice of MET Meeting/Parent Response form
- ___ Notice of Initial Evaluation/Parent Permission
- ___ Agenda
- ___ All data reviewed
- And
- ___ Obtain 2 reading work samples and 2 math
- ___ Complete Teacher Narrative
- ___ Benchmarks
- ___ Hearing/Vision
- ___ Language/Speech observations
- ___ Learning Styles Inventory
- ___ Social-Emotional Worksheet

8. Upon notice from Exceptional Services staff: Send **Notice of Eligibility Meeting/response**.

9. Hold **Eligibility Meeting** and complete:

- **Determination of Eligibility**
- **Agenda**

10. Within 30 days of the date of Eligibility, you must conduct an IEP meeting.

- **Notice of Committee Meeting to develop IEP/response**
- **Agenda**

11. Forward to Exceptional Services office for MSIS Data Input. Send copies excluding **Determination of Eligibility** (need original of file in permanent record)